



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting # AOC0405N18

COLLECTIONS TECHNICIAN (Casual/Seasonal)

Opening Date: April 26, 2018

Closing Date: May 4, 2018

Salary: \$12.79 per hour

Recruiting For: **Administrative Office of the Courts**
Office of State Court Collections Enforcement

Location: Sussex County **(Please check this county on your application)**
Sussex County Courthouse, Georgetown

Summary Statement: This is a casual/seasonal collections position not to exceed 29.5 hours per week. Job duties include, but are not limited to, recordkeeping and general office duties. This position is located in Sussex County, but statewide travel may be required to provide coverage in other offices. This is a grant-funded position not to exceed two years.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Experience in providing customer service over the phone, in person, and in writing.
2. Experience handling multiple payment methods (i.e., cash, checks, credit cards, ACH).
3. Experience in working with an automated information system using MS Office (with primary focus on WORD and EXCEL) to enter, update, modify, delete, retrieve/inquire, and report on data.
4. Experience keyboarding, preferably at a rate of at least 40 words per minute.
5. Experience in recordkeeping which includes maintaining records, logs, and filing systems.
6. Experience in applying laws, rules, regulations, standards, policies, and procedures.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Submitting Your Application: Visit the website at

<http://courts.delaware.gov/career%20opportunities/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to:

**Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801**

2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer